

BURGESS HILL TOWN COUNCIL : SUMMARY RISK REGISTER

				Description		Preventative Actions	
CURRENT STATUS	ID	Date Raised	Raised By	Description of Activity/Risk	Description of Impact	What new Actions/Procedures are required	Completed by when
OPEN	63	30/01/2018	SD KAG	Install cycle/walking path across Bachelors Farm as part of the BH Station to Hassocks Green Circle network link (funding from I-Transport). Potential for motor cycle access, cyclist collisions with pedestrians and disruption to the brown streak butterfly habitat.	Motor cycles causing disruption to the area, injury from collisions and loss of butterfly habitat.	I-transport to ensure suitable gates installed to deter motor cycles, warning signs installed to make cyclists aware of pedestrians, and for the development to be mindful of the butterfly habitat.	undetermined
CLOSED	62	06/11/2017	CS KAG	Sponsorship of telephone boxes: Potential for vandalism / anti-social behaviour	Costs for repair / cleaning.	Insurance is in place. 3 boxes have been sponsored, and, to-date no issue have arisen.	Apr-18
CLOSED	61	14/06/2017	CS KAG	Construction of raised sand pit using railway sleepers and tarpaulin. With the open "free-standing" nature of the design, there is the potential for animal fouling in the sand and/or damage/theft of the tarpaulin. In addition, potential for smaller children to fall from the raised sleepers.	Replacement costs for sand/tarpaulin, cleaning costs. Injury claims.	The tarpaulin will be secured each evening with padlocks and reopened in the morning. Heavy rubber mats to be placed around the sandpit to give protection from falling. Post the 2017 season, no material issues arose .	Aug-17
OPEN	60	18/10/2017	CE KAG	Great British Spring Clean: Councillors will be working with residents to clear up certain areas within councillors' respective ward.	Potential of harm to councillors and residents as they undertake activities in the community	To mitigate risk to councillors and residents, formal risk assessments will be carried out for each clean-up site.	Prior to each event
OPEN	59	16/01/2017	FIN KAG	Performance venue: the budget proposals for 2018/19 financial year include an increase in council tax to pay for the new performance venue. This rise has been agreed by Council prior to the consultation vote being completed giving rise to the risk that residents may subsequently reject the venue proposals.	The budget for 2019/20 would need to take account the consultation vote and should the venue proposal be rejected, allow for an appropriate amount to be credited back to the budget accordingly.	The recent "no" vote for the increase in council tax will necessitate a credit back to the 2019/20 budget.	Nov-18
CLOSED	58	17/01/2017	CS KAG	Highways Maintenance Contract: The WSCC Highways Maintenance contract has been finalised at circa £33k (down from £81k) with around a £5k contribution from the parishes. To off-set the reduction in income, BHTC has taken on external works previously undertaken by the contractor, KPS, saving in the region of £29k.	With the absorbing of works previously undertaken by KPS, the increase in work load for the Mobile Maintenance team at certain times of the year could cause operational difficulties.	Depending on the growing season and/or holidays, KPS will be retained to in-fill operational requirements when necessary. Future budgets will be prepared accordingly.	Jan-18

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CLOSED	57	28/06/2016	FIN KAG	38 Church Road: Members will be aware the Town Council formally determined the lease for 38 Church Road on 31 August 2016. Since that point discussions have been ongoing with the landlord's agents to come to an agreement in regard to costs incurred by the landlord on improving/maintaining the building and the subsequent charge to BHTC of circa £18k as BHTC's "share".	Costs in excess of the provision that would impact on the budget	Final amount of £14,583 agreed. Adequate provision to cover this and no impact on budget.	Jan 18
CLOSED	56	28/06/2016	FIN KAG	Roundabout Income: The Town Council currently receives circa £21k per annum in regard to roundabout sponsorship. There has been suggestions from County that all roundabouts within the region should revert back to County's control for marketing purposes. No formal proposal has been received and may involve BHTC still providing the upkeep, however, this should be regarded as a risk to income.		WSCC have confirmed responsibility for the roundabouts will revert to them on 01/04/2019. They will, however, honour BHTC sponsorship contracts that expire beyond that date. There may be an opportunity to contract with WSCC's contractors, but BHTC's budget has assumed this will not be the case.	Nov-17
OPEN	55	15/02/2016	FIN KAG	Local Authority Property Funding: The use of alternative property investment fund for surplus cash balances instead of using the traditional banks.	These type of investments are subject to market fluctuations and the value of investments may go up or down. Potentially, you may not get back what you have invested.	The recent "no" vote for the venue may allow some funds, that might have been used for the new development, to be placed with the LAPF. This will go to the Finance KAG in June 2018	Jun-18
OPEN	50	04/11/2015	CS KAG	Van Replacement: The second of the council's 3 vans is nearing the end of its useful life. A replacement is sought prior to the vehicle becoming unusable.	Disruption to the operational side of the Town Council's work.	The hire period on this vehicle has been extended for another year, however, it may still need to be replaced. Final decision still to be taken.	undetermined